



DOT-PLANNING AND PROGRAMMING SPECIALIST

Characteristics of Work

This is administrative work involving management of the Department of Transportation's three-year planning and programming activities for highway construction projects. The incumbent coordinates the development of the three-year construction plan in conjunction with District and Design Engineers and Department Administration; establishes priorities for scheduling of Federal funds for construction projects in conjunction with Federal Highway Administration staff and the Highway Comptroller; schedules state funded construction projects in conjunction with the Assistant Chief Engineer of Planning and Design; and coordinates administrative and technical details with various agencies/divisions involved in the development of highway construction projects from conception to contract letting. The incumbent receives general supervision from an administrative superior and may supervise technical and clerical personnel.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Evaluates proposed construction projects to determine a priority for scheduling projects for construction.

Confers with Divisions Heads to determine the status of designs and plans for projects in order to coordinate the project work schedule.

Prepares a Funding Report of proposed projects for use by the Financial Control Divisions for establishing cash flow and other financial information.

Reviews schedules of proposed projects submitted by District Engineers to verify priorities and availability of funds.

Evaluates each project to ensure that the project is established in an acceptable schedule with proper priorities and to assure maximum utility of Department construction funds.

Confers with the Financial Agent of the Federal Highway Administration to determine if all necessary information required for Federal authorization of a construction project has been provided by the various divisions of the Department.

Matches the Department's construction program with budgeted funds from the Federal Highway Administration in order to program projects.

Prepares reports and booklets regarding Highway construction for submission and approval to the Transportation Commission and the Transportation Committees of the legislature.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Master's Degree from an accredited four-year college or university in Business Administration, Civil Engineering or a related field and four (4) years of directly related experience;

OR

A Bachelor's Degree from an accredited four-year college or university in Business Administration, Civil Engineering or a related field and five (5) years of experience related to the above-described duties, four (4) years of which must be directly related.